

Health Fair Booth Reservation Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your interest in participating in our upcoming Health Fair on [Insert Event Date]. We are pleased to confirm your booth reservation.

Booth Details:

- Booth Number: [Insert Booth Number]
- Location: [Insert Location]
- Dimensions: [Insert Dimensions]
- Setup Time: [Insert Setup Time]
- Event Start Time: [Insert Start Time]
- Event End Time: [Insert End Time]

Additional Information:

Please ensure that your booth is set up by the designated time and adheres to the Health Fair guidelines provided in the attached document. If you have any special requirements or questions, do not hesitate to contact us at [Insert Contact Information].

We look forward to your participation and hope to make this health fair a great success!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]